

TO: All BES Staff
FROM: Robert Knudson
DATE: November 1, 1997
SUBJECT: BES Incentive Award Policy - Revised

This policy is effective November 1, 1997.

BES, following policy developed by State of Utah Human Resource Management, may award various forms of incentives, to encourage and reward employee innovation, customer service, and outstanding duty performance. In order to be considered for an award, the accomplishment **must represent excellence**, and in no case may standard, expected performance be rewarded with these incentives. Procedures which will be followed by BES include:

I (or someone I appoint to act for me) will review award nominations which require my approval, prior to the recipient being notified of the award. I may offer suggestions for alternate amounts or types of awards. Incentive awards are not an entitlement or a guarantee. Whoever has authority to give final approval, has the right and/or obligation to approve, deny, or alter awards amounts, etc. at their discretion.

The **nominator's supervisor** will log all approved awards. They must record the person's name who is getting the award, the person who is giving the awards, the amount/specifics of the award and the date issued.

An employee may nominate their supervisor for any award, however, the supervisor's supervisor must OK the award, prior to the award being given.

All awards must meet the criteria set forth in this memo, and in State Human Resource Management Policy. It is possible that some events, at various points in time, might receive more than one award, or type of award.

Incentive award nominations must not be made in an attempt to compensate for low pay. Whenever appropriate, salary adjustments should be requested.

Employees who are not in good standing, for any reason, may still receive incentive awards. The Bureau Director is the only person who can veto an award for performance measures not related to the incident for which the employee is being nominated.

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Any one employee cannot get in excess of \$4000 in incentive awards in any given fiscal year. Administrative leave cannot exceed 80 hours per fiscal year. Administrative leave cannot exceed 3 days (24 hours) without approval of the division director.

Managers/supervisors are invited to design up front performance measures for an individual, work group, or team, which carry an approved incentive amount. Once again, these plans must have performance measures which require **excellence** in order to achieve the award. Such awards are not appropriate for standard job performance. Approval of such awards will come from the Division Director.

As state employees, we are fortunate to have this incentive award program, both as supervisors who can use them as a management tool, and as employees who will stand to benefit by getting the awards. It our hope that these incentives will be used as intended, to reward workers for their excellent work, and to foster the understanding that excellence is the ideal that we are aiming for, and that when it is attained it is recognized and appropriately acknowledged. Supervisors must insure that each of their staff members receive a copy of this memo. Please let me know if you have any questions or concerns with this policy.

Attachments #1 - DHRM Approved Incentive Awards (2 pages)

#2 - Incentive Award Process (2 pages)

#3- Class 1 Incentive Award Guidelines

#4- DHRM Incentive Award Program Policy

DHRM APPROVED INCENTIVE AWARDS (p1 of 2)

Type	Amount	Description	Criteria	Sign off/final approval
<i>Class 1 - Quality awards - "on the spot"</i>	\$25.	accomplishments where the impact is primarily Bureau or work-group related.	They should be used to recognize event/acts which cannot qualify for larger awards	Nominator's Supervisor (for the Bureau Director)
	\$50, \$100, \$150 and \$200.	accomplishments where the impact is primarily Bureau or work-group related	See Class 1 Incentive Award Guidelines Worksheet	Nominator's Manager (for the Bureau Director)
<i>Class II- Division Awards --</i>	\$201-\$1000	similar to the class 1 with the exception that the event impacts the Division or Office	not appropriate for Class 1, but consider the same types of factors	Division Director
<i>Class III- Department Awards</i>	\$1000-\$2000	events or actions which have a great consequence to the Department or State as a whole, a heroic deed on the job, doing something which brings positive public attention	not appropriate for Class 1, but consider the same types of factors	Department
<i>Certificates</i>	N/A	Certificates can be purchased, or designed on the computer	Can be used for almost any type of recognition	anyone - depending on the wording of the certificate

DHRM APPROVED INCENTIVE AWARDS (p1 of 2)

	Amount	Description	Criteria	Sign off
<i>Non-monetary items</i>	N/A	various	Can be used for almost any type of recognition	Manager or Supervisor, depending on the amount of the value of the award
<i>Administrative leave</i>	hour increments	certificates are available, showing number of hours being given	Can be used for almost any type of recognition	Bureau Director
<i>Any combination of awards</i>	N/A	various	Can be used for almost any type of recognition	Bureau Director/other

Class 1 Incentive Award Guidelines (not including \$25 Awards)
WORKSHEET

Factor	Point Value	Points
MONEY SAVING idea/tool/discovery:** - 1 time savings - total more than \$100 and less than \$500 - total more than \$500 - repeat savings - total more than \$500 and less than \$5000 within 12 months - total more than \$5000 within 12 months	1 2 2 3	
TIME SAVING:** - 1 time - more than 2 hrs., and less than 10 hrs. - more than 10 hrs. - repeat - more than 10 hrs., and less than 24 hrs. in 12 months - more than 24 hrs. in 12 months	1 3 2 4	
HOURS SPENT:*** - 2-12 - 13-24 - 25-40 - 40 +	2 4 6 8	
OTHER WORKSITE - work took place at worksite other than regular assignment	1	
VOLUNTEERING - for the extra duty which is not popular"	1	
INDEPENDENT PROJECT - value added independent project in off hours, work is donated, must not be a requirement of the job /an assignment	1	
CUSTOMER SERVICE: - event/act, 1 time - repeat events/acts	1 3	
FLEXIBILITY - either doing work other than normal duties, or varying hours of work schedule	1	
CRITICAL IMPACT - person did something that really nobody else in the group could do, due to their special expertise, high level of value to the program	2	
HIGH QUALITY (ABOVE STANDARD)PRODUCT WAS PRODUCED - this can only be counted if there are points for other factors as well.	2	
POINT TOTAL		

** Cannot receive points for both money and time savings

***only count if they satisfactorily maintain their own workload while satisfactorily doing the extra work/project

For the most part, events that don't seem to be adequately recognized using this criteria will probably be more appropriate for some other type of award. The Bureau director maintains discretion to alter the amount or type of award as he sees appropriate.

2 to 4 points merit a \$50 award
5 to 7 points merit a \$100 award
8 to 10 points merit a \$150 award
11 to 12 points merit a \$200 award